



IMPORTANT NEW REQUIREMENTS FOR TEXAS APPORTIONED REGISTRATION

**PLEASE READ THE ENCLOSED
INSTRUCTIONS CAREFULLY!**



Texas Department of Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

*Texas Department of Motor Vehicles · Motor Carrier Division
IRP Branch · P.O. Box 26440 · Austin, Texas 78755-0440
(512) 374-5250 · Fax (512) 374-5265*

www.txdmv.gov

IMPORTANT

Change in Texas Apportioned Registration Requirements

Texas is a Performance and Registration Information System Management (PRISM) compliant jurisdiction.

The following will be required for all Texas apportioned applications with a June 2008 or later expiration BEFORE they will be processed:

- **USDOT numbers for IRP Account Registrant AND Motor Carrier Responsible for Safety (CRFS)**
- **Federal Employer Identification Number (FEIN)**

For information regarding USDOT Numbers, please visit https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option

What is PRISM?

Performance and Registration Information System Management (PRISM) was developed by the United States Department of Transportation (USDOT) Federal Motor Carrier Safety Administration (FMCSA) to:

- Improve safety performance through education, safety monitoring and registration sanctions
- Reduce the number of commercial vehicle crashes by getting the unsafe driver off the road
- Enhance the process for targeting high-risk, non-compliant motor carriers

By identifying the motor carriers responsible for safety of these vehicles, PRISM facilitates the use of information collected from FMCSA to:

- Determine motor carrier safety ratings
- Place unsafe motor carriers in the Motor Carrier Safety Improvement Process (MCSIP)
- Allow systematic tracking of unsafe motor carriers and their improvement

How does PRISM affect the Texas IRP registration process?

This new Texas IRP Registration requirement assists FMCSA by collecting information to:

- Identify the **IRP account registrant** (entity to whom the vehicle registration and the plate is issued) through a USDOT number
- Identify the **motor carrier responsible for safety** (CRFS - the person or company who pays for the load on the truck) of the vehicle at the time of registration through a USDOT number
- Determine the safety fitness rating of the vehicle/operator prior to issuing vehicle registration
- Suspend vehicle registration when an FMCSA out-of-service order is issued

FMCSA began requiring USDOT registration information to be updated annually by completing a **Motor Carrier Identification Report (MCS-150)**.

CARRIERS WHO DO NOT UPDATE THEIR INFORMATION WILL BE DENIED REGISTRATION

To ensure that June 2008 registration renewals are processed without any delay, registrants must have updated USDOT registration information since June 2007. **New applicants and all updates to the MCS-150 should be completed online at https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option for immediate processing. Forms received through the mail will take approximately 6 – 8 weeks to process.**

DO NOT SEND YOUR MCS-150 FORM TO TXDMV

******Any MCS-150 forms received by TXDMV will be forwarded to FMCSA for processing******

What Additional Information is Needed to Register?

A. If IRP account registrant and motor carrier responsible for safety (CRFS) are the same:

IRP account registrant is responsible for the following before submitting the renewal application:

- Update USDOT registration information (MCS-150)
- Provide USDOT number and Federal Employer Identification Number (FEIN) for each vehicle
- Indicate if motor carrier responsible for safety of each vehicle will change during the year

B. If IRP account registrant and motor carrier responsible for safety (CRFS) of all or some of the vehicles are different:

IRP account registrant is responsible for the following before submitting the renewal application:

- Update USDOT registration information (MCS-150)
- Provide motor carrier responsible for safety USDOT number and FEIN for each vehicle (each vehicle could have a different USDOT and FEIN)
- Indicate if motor carrier responsible for safety of each vehicle will change during the year

REFER TO THE FOLLOWING INSTRUCTIONS FOR MORE INFORMATION REGARDING COMPLETION OF YOUR TEXAS APPORTIONED RENEWAL APPLICATION

IMPORTANT APPORTIONED REGISTRATION RENEWAL INFORMATION

Requirements for the Renewal Form Schedule B

THE PHYSICAL ADDRESS IS WHERE THE REGISTRANT HAS AN ESTABLISHED PLACE OF BUSINESS. THIS ADDRESS MUST BE IN THE STATE OF TEXAS AND CANNOT BE A POST OFFICE BOX. PLEASE VERIFY THAT THE PHYSICAL AND MAILING ADDRESS ON YOUR RENEWAL FORM SCHEDULE B ARE CORRECT.

TAX ID (EIN)

An Employer Identification Number (EIN) is also known as a Federal Employer Identification Number (FEIN) and is used to identify a business entity. Due to PRISM implementation, ALL carriers are REQUIRED to provide an FEIN. FEIN applications can be completed online at <http://www.irs.gov> or your local IRS office.

USDOT

The United States Department of Transportation (USDOT) number is the identification number that the Federal Motor Carrier Safety Administration (FMCSA) assigns to each motor carrier that conducts interstate operations.

Due to PRISM implementation, ALL carriers are REQUIRED to provide their USDOT number. FMCSA requires USDOT information be updated annually by completing a Motor Carrier Identification Report (MCS-150).

USDOT initial applications and updates can be completed online at https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option or contact the Federal Highway Administration at 1-800/299-1700, options 8 and 2.

TX MCR

The Texas Department of Transportation Motor Carrier Registration (MCR) number is also known as a Texas DOT number and is issued to motor carriers operating intrastate. This number may be found on the MCR Insurance Cab Card Certificate.

MCR/Texas DOT applications can be completed online at www.txdmv.gov or contact the Motor Carrier Division at 1-888/368-4689, options 3 and 1.

DISTANCE CODE INDICATORS

Do not indicate 0 distance traveled for any jurisdiction. The distance codes are as follows:

- A = Actual distance accrued for each vehicle in the apportioned fleet.
- 1 = 1st year estimate (used only when adding a new jurisdiction on your apportioned fleet that has not previously been on your cab card or when the entire fleet has not been in operation for the prior 18 months)
- 2 = 2nd year estimate (used when keeping a jurisdiction on your apportioned fleet that did not accrue actual distance during the requested distance reporting period)
- N = Non-prorated distance (used when removing a jurisdiction from your apportioned fleet that had actual distance accrued during the requested distance reporting period)

On the renewal application please check (✓) the box next to the desired jurisdiction(s). Record and code the distance traveled by the entire fleet for each jurisdiction for the requested distance reporting period (July 1st through June 30th).

An estimated distance chart (see page 9) showing average miles per vehicle for Texas based carriers has been provided. **MULTIPLY THE "AVERAGE DISTANCE" SHOWN ON THE CHART BY THE NUMBER OF VEHICLES IN THE FLEET TO DETERMINE THE TOTAL ESTIMATED DISTANCE TO BE REPORTED ON THE SCHEDULE B.** You may use the enclosed **SCHEDULE G** (see page 10) when calculating your own estimated distances. In accordance with the International Registration Plan, these distances must be approved by TxDMV and may be adjusted.

Large distance estimates in jurisdictions having low registration fees will cause the application to be questioned and proof of operations will be required.

REQUIRED INFORMATION FOR RENEWAL FORM SCHEDULE A

The Schedule A is the current vehicle equipment list registered in the fleet.

VEHICLE EQUIPMENT LIST (SCHEDULE A)

Please review all vehicles listed on the Schedule A for accuracy and provide any missing information. Changes to a vehicle or vehicle deletions must be marked in the action box using the following codes:

- C = Changes to vehicle(s)
- D = Delete vehicle(s)

Any vehicles that have been added to the fleet but not shown on the Schedule A may be listed on the additions page under the correct weight group.

WEIGHT GROUPS

Weight Groups are identified by vehicle type (Truck Tractor, Truck, Bus or Trailer), CGVW and Description.

Beginning July 1, 2008 new weight groups created will display identical weights based on the registered CGVW for all jurisdictions listed on the cab card. Existing weight groups will not be affected unless an edit is made to the group. All edits and weight variances greater than 10% of the registered CGVW, within a single weight group, will require submission of a business plan and the Texas International Registration Plan Cab Card Weight Schedule form VTR-357 for approval.

Vehicle abbreviations that are used in TxIRP:

- TT = Truck Tractor
- TK = Straight Truck
- ST = Semi Trailer
- FT = Full Trailer
- BS = Bus

FEIN

A Federal Employer Identification Number is required for each vehicle in the fleet. FEIN applications can be completed online at www.irs.gov or at your local IRS office.

SPECIAL USES

Several jurisdictions calculate their registration fees based on vehicles that perform non-standard operations. Such uses for these vehicles are:

- **Carnival** = Jurisdiction(s) affected: MI
- **Dump Truck** = Jurisdiction(s) affected: MD, WA
- **Farm Truck** = Jurisdiction(s) affected: MD, MS, OH
- **Household Goods Carrier** = Jurisdiction(s) affected: MI, NY
- **Pump/Drill/Crane** = Jurisdiction(s) affected: UT
- **Logging Truck** = Jurisdiction(s) affected: MN, WA
- **Wrecker** = Jurisdiction(s) affected: IN, MD, MI, QC
- **Small Miles/Special Use** = Jurisdiction(s) affected: CO

Unique cab card weights

- Alabama – QUAL displays for vehicles over 80,000 lbs
- Quebec – Number of AXLES displays for up to 6 axles, 6+AXLES displays for over 6 axles

Buses

Cab cards for buses may display the following in lieu of CGVW:

- Number of seats
- QUAL

Proof of Heavy Vehicle Use Tax (HVUT), IRS Form 2290

Due to Federal law, proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX (HVUT)** is required when licensing vehicles at 55,000 pounds or more gross weight or combined gross weight in any jurisdiction. Please ensure that the vehicle identification number for each unit listed on the Form 2290 matches exactly as shown on the Schedule A (vehicle equipment list). Proof is not required on new or used units being titled and registered within sixty (60) days of the date shown on the receipt for application of Texas title or vehicles registered below 55,000 pounds.

Acceptable proof of payment is a copy of a **RECEIPT STAMPED** Internal Revenue Service (IRS) Schedule I (Form 2290) for the correct tax period. **REFER TO PAGE 13 FOR THE CORRECT TIME PERIOD(S). Carriers with 25 or more vehicles are required by law to file electronically and** will be sent a PDF file by the IRS that should be printed out and sent to TxDMV as proof of payment of the HVUT. The PDF document will have a special water mark on the Schedule I which says "IRS e-file" and shows "Received MM/DD/YYYY."

In lieu of a **RECEIPT STAMPED** Schedule I (Form 2290), proof of payment electronically filed with IRS indicating the special watermark on the Schedule I (Form 2290) or a copy of your Form 2290 with Schedule I (Form 2290) **AND** copies of both sides of the canceled check will be acceptable proof of payment.

If you use owner/operators, copies of their **RECEIPT STAMPED** Schedule I (Form 2290) or copies of their Form 2290 (with Schedule I) **AND** copies of both sides of their canceled check **MUST BE INCLUDED**.

THE ABOVE FORM MUST ACCOMPANY YOUR RENEWAL OR THE APPLICATION CANNOT BE PROCESSED.

Questions regarding HVUT Form 2290 should be directed to the INTERNAL REVENUE OFFICE at 1-866/699-4096 or to a local IRS office. Forms and instructions are available online at www.irs.gov/formspubs.

Proof of Financial Responsibility

The State of Texas has a mandatory financial responsibility law. **THE MOST COMMON PROOF OF FINANCIAL RESPONSIBILITY IS A LIABILITY INSURANCE CARD ISSUED TO THE POLICY HOLDER BY THE INSURANCE COMPANY.**

Examples of other types of acceptable proof include current insurance policies and binders, pool coverage documents and certificates of self-insurance, bond, etc. **NON-TRUCKING AND BOBTAIL INSURANCE ARE NOT ACCEPTABLE.**

IF YOU ARE REGISTERED AS A MOTOR CARRIER WITH THE TEXAS DEPARTMENT OF TRANSPORTATION, YOU MAY SUBMIT A COPY OF YOUR MOTOR CARRIER INSURANCE CAB CARD CERTIFICATE.

LEASES: WHEN THE LESSOR PROVIDES THE INSURANCE AND THE INSURANCE DOCUMENTS REFLECT THEIR NAME, A COPY OF THE LEASE AGREEMENT WITH THAT COMPANY MUST BE INCLUDED WITH YOUR APPORTIONED RENEWAL APPLICATION. Please submit legible photocopies for proof of financial responsibility.

QUESTIONS ABOUT PROPER PROOF OF FINANCIAL RESPONSIBILITY SHOULD BE DIRECTED TO YOUR INSURANCE COMPANY OR YOUR LOCAL TxDMV REGIONAL SERVICE CENTERS.

When and Where to File Your Application

To ensure that your application is processed in a timely manner you may complete your renewal online at <https://irp.dot.state.tx.us> or return all forms to the address shown below for processing. **PLEASE REFER TO PAGE 15 FOR APPLICATION RETURN DATE AND PAGE 20 FOR THE CHECKLIST PRIOR TO MAILING YOUR RENEWAL DOCUMENTS.**

Renewals, proof of financial responsibility and proof of HVUT payment should be **MAILED** to the following address:

**Texas Department of Motor Vehicles
IRP Branch**

**P0 Box 26440
Austin, TX 78755-0440**

or

Overnight Mail Address:

Texas Department of Motor Vehicles

**IRP Branch
4000 Jackson Ave.
Austin, TX 78731**

THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS FAXED OR SUBMITTED IN PERSON. RENEWALS NOT PROCESSED ONLINE MUST BE MAILED TO THE ABOVE ADDRESS IN ORDER TO BE PROCESSED. NEW ACCOUNTS AND SUPPLEMENTS CAN BE PROCESSED ONLINE OR BY YOUR LOCAL TxDMV REGIONAL SERVICE CENTERS.

YOUR LOCAL VTR REGIONAL OFFICE IS UNABLE TO PROCESS RENEWALS UNTIL THE 16TH DAY OF THE MONTH FOLLOWING EXPIRATION.

InLine.



OnLine.



24x7

The *fast lane* to IRP renewal

Tired of waiting in line?

Don't want to drive any extra miles?

You won't have to, thanks to the Texas Department of Motor Vehicles' new online service, TxIRP, that will let you renew your apportioned registration credentials through the convenience of the internet.

TxIRP is a secure service for fast and easy management of your IRP account. You can access TxIRP anytime, anywhere: 24 hours a day, every day of the year.

You pay for your IRP transactions via electronic check (ACH) and print credentials from the convenience of your computer.

To find out more, go to www.txdmv.gov, or e-mail us at txirp@dmv.state.tx.us. You can also contact any TxDMV Vehicle Titles and Registration Regional Office or call us at 1-888/368-4689, options 3 and 2. The TxIRP online fast lane is located at <https://irp.dot.state.tx.us>.

<https://irp.dot.state.tx.us>

TEXAS DEPARTMENT OF MOTOR VEHICLES

REGIONAL SERVICE CENTERS LOCATIONS

MAILING ADDRESSES AND PHONE NUMBERS

ABILENE	4350 N. Clack Abilene, Texas 79601-9223	LOCAL 325 734-5120 FAX 325 734-5122
AMARILLO	5715 I-27 South, Building H Amarillo, Texas 79110 Mailing Address: P. O. Box 20326 Amarillo, Texas 79114	LOCAL 806 467-8902 FAX 806 467-8940
AUSTIN	1001 E. Parmer Lane, Suite A Austin, Texas 78753	LOCAL 512 837-4418 FAX 512 837-7703
BEAUMONT	8550 Eastex Freeway Beaumont, Texas 77708	LOCAL 409 892-2491 FAX 409 892-2836
CORPUS CHRISTI	1701 South Padre Island Drive, Building 2 Corpus Christi, Texas 78416	LOCAL 361 808-2600 FAX 361 808-2610
DALLAS-CARROLLTON	1925 E. Beltline Road, Suite 100 Carrollton, Texas 75006	LOCAL 972 417-3854 FAX 972 416-4296
EL PASO	1227 Lee Trevino, Suite 100 El Paso, Texas 79907	LOCAL 915 591-8149 FAX 915 591-8058
FORT WORTH-ARLINGTON	2425 Gravel Drive Fort Worth, Texas 76118	LOCAL 817 590-2625 FAX 817 590-2504
HOUSTON	7721 Washington Avenue Houston, Texas 77007	LOCAL 713 802-4300 FAX 713 866-7301
LONGVIEW	4549 W. Loop 281 Longview, Texas 75604	LOCAL 903 753-6279 FAX 903 753-0879
LUBBOCK	135 Slaton Road Lubbock, Texas 79404	LOCAL 806 745-8888 FAX 806 748-0325
MIDLAND-ODESSA	3901 E. Highway 80 Odessa, Texas 79761	LOCAL 432 498-4674 FAX 432 498-4673
PHARR	600 West Expressway 83 Pharr, Texas 78577	LOCAL 956 781-3291 FAX 956 782-0695
SAN ANTONIO	3500 N.W. Loop 410 San Antonio, Texas 78229-5126	LOCAL 210 615-1776 FAX 210 733-3362
WACO	2203 Austin Avenue Waco, Texas 76701-1624	LOCAL 254 752-1152 FAX 254 752-7656
WICHITA FALLS	1601-A Southwest Parkway Wichita Falls, Texas 76302-4906	LOCAL 940 720-7754 FAX 940 720-7849

COUNTIES IMPOSING COUNTY ROAD AND BRIDGE ADD-ON FEE

Anderson	10.00	Duval	10.00	Kaufman	10.00	Refugio	10.00
Andrews	5.00	Eastland	10.00	Kendall	11.00	Roberts	5.00
Angelina	10.00	Ector	10.00	Kerr	10.00	Robertson	11.50
Aransas	10.00	Edwards	11.50	Kimble	10.00	Rockwall	10.00
Archer	10.00	Ellis	10.00	Kinney	10.00	Runnels	10.00
Armstrong	10.00	El Paso	10.00	Kleberg	10.00	Rusk	10.00
Atascosa	10.00	Erath	10.00	Knox	10.00	Sabine	10.00
Austin	10.00	Falls	10.00	Lamar	10.00	San Augustine	11.50
Bailey	10.00	Fannin	10.00	Lamb	10.00	San Jacinto	11.50
Bandera	10.00	Fayette	10.00	Lampasas	10.00	San Patricio	11.50
Bastrop	10.00	Fisher	10.00	La Salle	10.00	San Saba	10.00
Baylor	10.00	Floyd	10.00	Lavaca	10.00	Schleicher	10.00
Bee	10.00	Foard	10.00	Lee	10.00	Scurry	10.00
Bell	11.50	Fort Bend	11.50	Leon	10.00	Shackelford	10.00
Bexar	11.50	Franklin	10.00	Liberty	10.00	Shelby	10.00
Blanco	11.50	Freestone	10.00	Limestone	10.00	Sherman	10.00
Bosque	10.00	Frio	11.50	Lipscomb	10.00	Smith	11.50
Bowie	10.00	Galveston	10.00	Live Oak	10.00	Somervell	5.00
Brazoria	10.00	Garza	10.00	Llano	10.75	Starr	10.00
Brazos	11.50	Gillespie	11.50	Lubbock	10.00	Stephens	10.00
Brewster	10.00	Glasscock	10.00	Lynn	10.00	Stonewall	10.00
Briscoe	10.00	Goliad	10.00	Madison	10.00	Sutton	10.00
Brooks	10.00	Gonzales	10.00	Marion	10.00	Swisher	10.00
Brown	10.00	Gray	10.00	Martin	10.00	Tarrant	10.00
Burleson	10.00	Grayson	10.00	Mason	10.00	Taylor	10.00
Burnet	10.00	Gregg	9.00	Matagorda	10.00	Terrell	5.00
Caldwell	10.00	Grimes	10.00	Maverick	11.50	Terry	10.00
Calhoun	10.00	Guadalupe	10.00	McCulloch	10.00	Throckmorton	10.00
Callahan	10.00	Hale	10.00	McLennan	10.00	Titus	10.00
Cameron	15.00	Hall	10.00	Medina	10.00	Tom Green	11.50
Camp	10.00	Hamilton	10.00	Menard	10.00	Travis	11.50
Carson	10.00	Hansford	10.00	Midland	10.00	Trinity	11.50
Cass	10.00	Hardeman	10.00	Milam	10.00	Tyler	11.00
Castro	10.00	Hardin	10.00	Mills	10.00	Upshur	10.00
Chambers	10.50	Harris	11.50	Mitchell	10.00	Upton	5.00
Cherokee	10.00	Harrison	10.00	Montague	10.00	Uvalde	10.00
Childress	10.00	Hartley	10.00	Montgomery	10.00	Val Verde	10.00
Clay	10.00	Haskell	10.00	Moore	10.00	Van Zandt	10.00
Cochran	10.00	Hays	10.00	Morris	10.00	Victoria	10.00
Coke	10.00	Hemphill	5.00	Motley	10.00	Walker	10.00
Coleman	10.00	Henderson	10.00	Nacogdoches	10.00	Waller	10.00
Collin	11.50	Hidalgo	20.00	Navarro	10.00	Washington	10.00
Collingsworth	10.00	Hill	10.00	Newton	10.00	Webb	10.00
Colorado	10.00	Hockley	10.00	Nolan	10.00	Wharton	10.00
Comal	11.50	Hood	10.00	Nueces	10.00	Wheeler	5.00
Comanche	10.00	Hopkins	10.00	Ochiltree	10.00	Wichita	10.00
Concho	10.00	Houston	10.00	Oldham	10.00	Wilbarger	10.00
Cooke	10.00	Howard	10.00	Orange	10.00	Willacy	10.00
Coryell	10.00	Hunt	10.00	Palo Pinto	10.00	Williamson	11.50
Cottle	10.00	Hutchinson	5.00	Parker	10.00	Wilson	10.00
Crockett	5.00	Irion	7.50	Parmer	10.00	Winkler	7.50
Crosby	10.00	Jack	10.00	Pecos	10.00	Wise	10.00
Dallam	10.00	Jackson	10.00	Polk	11.50	Wood	10.00
Dallas	10.00	Jasper	10.00	Potter	10.00	Yoakum	10.00
Dawson	10.00	Jeff Davis	10.00	Presidio	10.00	Young	10.00
Deaf Smith	10.00	Jefferson	10.00	Rains	11.50	Zapata	10.00
Delta	10.00	Jim Hogg	11.50	Randall	10.00	Zavala	11.50
Denton	11.50	Jim Wells	11.50	Reagan	10.00		
DeWitt	10.00	Johnson	10.00	Real	10.00		
Dimmit	11.50	Jones	10.00	Red River	10.00		
Donley	10.00	Karnes	10.00	Reeves	7.50		

TEXAS IRP ESTIMATED DISTANCE CHART

AVERAGE DISTANCE X NUMBER OF VEHICLES IN FLEET = TOTAL ESTIMATED DISTANCE TO REPORT

JURISDICTION	ABBREVIATION	AVERAGE DISTANCE
ALASKA	AK	0
ALABAMA	AL	2,832
ARKANSAS	AR	3,636
ARIZONA	AZ	4,210
CALIFORNIA	CA	4,985
COLORADO	CO	1,531
CONNECTICUT	CT	384
DISTRICT OF COLUMBIA	DC	42
DELAWARE	DE	127
FLORIDA	FL	2,704
GEORGIA	GA	2,473
IOWA	IA	624
IDAHO	ID	484
ILLINOIS	IL	2,600
INDIANA	IN	1,552
KANSAS	KS	1,187
KENTUCKY	KY	1,419
LOUISIANA	LA	4,765
MASSACHUSETTS	MA	309
MARYLAND	MD	583
MAINE	ME	67
MICHIGAN	MI	594
MINNESOTA	MN	245
MISSOURI	MO	2,232
MISSISSIPPI	MS	2,098
MONTANA	MT	264
NORTH CAROLINA	NC	1,355
NORTH DAKOTA	ND	100
NEBRASKA	NE	426
NEW HAMPSHIRE	NH	49
NEW JERSEY	NJ	1,203
NEW MEXICO	NM	4,002
NEVADA	NV	531
NEW YORK	NY	923
OHIO	OH	1,763
OKLAHOMA	OK	3,634
OREGON	OR	701
PENNSYLVANIA	PA	1,822
RHODE ISLAND	RI	58
SOUTH CAROLINA	SC	975
SOUTH DAKOTA	SD	113
TENNESSEE	TN	3,219
TEXAS	TX	38,502
UTAH	UT	1,027
VIRGINIA	VA	2,048
VERMONT	VT	45
WASHINGTON	WA	582
WISCONSIN	WI	510
WEST VIRGINIA	WV	441
WYOMING	WY	850
ALBERTA	AB	82
BRITISH COLUMBIA	BC	52
MANITOBA	MB	50
NEW BRUNSWICK	NB	50
NEWFOUNDLAND/LAB	NF	50
NOVA SCOTIA	NS	50
NORTHWEST TERRITORY	NT	0
NUNAVUT	NU	0
ONTARIO	ON	311
PRINCE EDWARD ISLAND	PE	50
QUEBEC	QC	71
SASKATCHEWAN	SK	50
YUKON	YT	0
MEXICO	MX	0

Revised 07/08/08

RENEWAL SCHEDULE G

Account _____ Account Name _____ Reg Year _____

This form should only be used if you do not wish to use the estimated distance chart on page 9 of these instructions. The **SCHEDULE G** is used when calculating your own estimated distances. In accordance with the International Registration Plan, these distances must be approved by TxDMV and may be adjusted.

Instructions: For each trip list the **first bordering city** upon entrance of the Jurisdiction which you plan to travel through, indicate the estimated distance times each trip, per each vehicle designated to travel through that Jurisdiction. This will determine the total estimated distance to report on the Schedule B. Detach the Schedule G and return with your renewal application. Carriers processing renewals online will be required to submit the Schedule G to TxDMV along with any other required documents.

EXAMPLE

Estimated Jurisdiction: OKLAHOMA							
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
Marietta		to: Tulsa		198	10	1	1980
Tulsa		to: Marietta		198	10	1	1980
Total Estimated Distance:							3960

Estimated Jurisdiction:							
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____		to: _____		_____	_____	_____	_____
_____		to: _____		_____	_____	_____	_____
Total Estimated Distance:							_____

Estimated Jurisdiction:							
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____		to: _____		_____	_____	_____	_____
_____		to: _____		_____	_____	_____	_____
Total Estimated Distance:							_____

Estimated Jurisdiction:							
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____		to: _____		_____	_____	_____	_____
_____		to: _____		_____	_____	_____	_____
Total Estimated Distance:							_____

Attach additional sheets if necessary

Under penalties of perjury, I declare that to the best of my knowledge and belief the distance indicated on the Schedule G is true, correct and complete.

Signature of Owner or Corporate Office _____

Date _____

RENEWAL SCHEDULE G

Account _____ Account Name _____ Reg Year _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
-------	-----	-------	-------	-------	-------	-------	-------	-------	-------	-------

_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Under penalties of perjury, I declare that to the best of my knowledge and belief the distance indicated on the Schedule G is true, correct and complete.

Signature of Owner or Corporate Office

Date

RENEWAL SCHEDULE G

Account _____ Account Name _____ Reg Year _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Estimated Jurisdiction:

City	State	City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	to:	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Total Estimated Distance: _____

Under penalties of perjury, I declare that to the best of my knowledge and belief the distance indicated on the Schedule G is true, correct and complete.

Signature of Owner or Corporate Office

Date



 (Reg Year)

Texas International Registration Plan Cab Card Weight Schedule

VTR-357
(Rev. 11/09)
Page 1 of 1

Type of Transaction: ☐ Original ☐ Renewal ☐ Supplement

Account Name: _____ Account Number: _____ Fleet Number: _____ Supplement Number: _____

The following schedule should be completed by all Texas based carriers and should indicate the weight you wish to prorate in that jurisdiction. Vehicles must be listed in the same unit order as on the original application or supplemental application. If this form is completed in conjunction with an apportioned registration renewal application, you need only complete this form if you are making changes to the registered weights of vehicles already in the fleet.

List the total combined Gross Weight of the power vehicles or combination of vehicles (Power Units Only).

Jurisdiction	UNIT No.	UNIT No.	UNIT No.	UNIT No.	UNIT No.
AL					
AR					
AZ					
CA					
CO					
CT					
DC					
DE					
FL					
GA					
IA					
ID					
IL					
IN					
KS					
KY					
LA					
MA					
MD					
ME					
MI					
MN					
MO					
MS					
MT					
NC					
ND					
NE					
NH					
NJ					

Jurisdiction	UNIT No.	UNIT No.	UNIT No.	UNIT No.	UNIT No.
NM					
NV					
NY					
OH					
OK					
OR					
PA					
RI					
SC					
SD					
TN					
TX					
UT					
VA					
VT					
WA					
WI					
WV					
WY					
AB					
BC					
MB					
NB					
NL					
NS					
ON					
PE					
QC					
SK					
YT					

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IRP RENEWAL DATE CHART

FLEET EXPIRATION MONTH AND YEAR	APPLICATION RETURN DATE	REPORTING MILEAGE PERIOD	FORM 2290 (HVUT) TAX PERIOD
SEPTEMBER 2012	August 19, 2011	7/1/2010 - 6/30/2011	7/1/10 - 6/30/2011 or 7/1/2011 - 6/30/2012
OCTOBER 2012	September 16, 2011	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
NOVEMBER 2012	October 21, 2011	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
DECEMBER 2012	November 18, 2011	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
JANUARY 2013	December 16, 2011	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
FEBRUARY 2013	January 20, 2012	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
MARCH 2013	February 17, 2012	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
APRIL 2013	March 16, 2012	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
MAY 2013	April 20, 2012	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
JUNE 2013	May 18, 2012	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012
JULY 2013	June 15, 2012	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012 or 7/1/2012 - 6/30/2013
AUGUST 2013	July 20, 2012	7/1/2010 - 6/30/2011	7/1/2011 - 6/30/2012 or 7/1/2012 - 6/30/2013

ALL RENEWALS **RECEIVED AFTER SEPTEMBER 30, 2011, WILL REQUIRE 2290 YEAR
7/1/2011 - 6/30/2012 REGARDLESS OF EXPIRATION DATE.**

CONTACT YOUR LOCAL OFFICE IN TEXAS

FACE-TO-FACE HELP

IRS Taxpayer Assistance Centers are your source for personal tax help when you believe your tax issue cannot be handled online or by phone, and you want face-to-face assistance.

If you need to resolve a tax problem, have questions about how the tax law applies to your individual tax return, or you're more comfortable talking with someone face-to-face, visit your local Taxpayer Assistance Center where you can spread out your records and talk with an IRS representative across the counter. No appointment is necessary – just walk in. If you prefer, you may call a local number (see chart below) to learn about available and alternate services, and to reschedule appointments with IRS personnel. If you have an ongoing, complex tax account problem or a special need, such as a disability, an appointment may be requested. All other issues will be handled without an appointment.

NOTE: Before visiting your local office, please call the appropriate office listed in the chart below to find out what services are available. Services may vary from site to site. You can get these services on a walk-in, non-advance appointment basis.

Multilingual assistance is available in every office. Hours of operation are subject to change.

Abilene	341 Pine St. Abilene, TX 79601	Monday - Friday 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(325) 676-5709
Amarillo	7201 W. Interstate 40 Amarillo, TX 79106	Monday - Friday 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(806) 359-2160
Austin	825 E. Rundberg Ln. Austin, TX 78753	Monday - Friday 8:30 a.m. - 4:30 p.m.	(512) 499-5127
Beaumont	350 Pine St. Beaumont, TX 77701	Monday - Friday 8:30 a.m. - 4:30 p.m.	(409) 981-5760
Corpus Christi	555 N. Carancahua St. Corpus Christi, TX 78478	Monday - Friday 8:30 a.m. - 4:30 p.m.	(361) 903-1919
Dallas	1100 Commerce Dallas, TX 75242	Monday - Friday 8:30 a.m. - 4:30 p.m.	(214) 413-6010
Desoto	1801 N. Hampton Road Desoto, TX 75115	Monday - Friday 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(214) 413-6010
El Paso	700 E. San Antonio El Paso, TX 79901	Monday - Friday 8:30 a.m. - 4:30 p.m.	(915) 834-6508
Farmers Branch	4050 Alpha Rd. Farmers Branch, TX 75244	Monday - Friday 8:30 a.m. - 4:30 p.m.	(214) 413-6010
Ft. Worth	819 Taylor St. Ft. Worth, TX 76102	Monday - Friday 8:30 a.m. - 4:30 p.m.	(817) 978-3477
Harlingen	2701 S. 77 Sunshine Strip Harlingen, TX 78550	Monday - Friday 8:30 a.m. - 4:30 p.m. **This office will be closed indefinitely due to damages sustained during Hurricane Dolly, see McAllen next page**	(956) 365-5185
Houston (Downtown)	1919 Smith St. Houston, TX 77002	Monday - Friday 8:30 a.m. - 4:30 p.m.	(281) 721-7021

Houston (NW)	12941 I-45 N. Houston, TX 77060	Monday - Friday 8:30 a.m. - 4:30 p.m.	(281) 721-7021
Houston (SE)	8876 I-45 S. Houston, TX 77017	Monday - Friday 8:30 a.m. - 4:30 p.m.	(281) 721-7021
Houston (SW)	8701 S. Gessner Houston, TX 77074	Monday - Friday 8:30 a.m. - 4:30 p.m.	(281) 721-7021
Longview	1800 NW Loop 281 Longview, TX 75604	Monday - Friday 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(903) 297-3142
Lubbock	1205 Texas Ave. Lubbock, TX 79401	Monday - Friday 8:30 a.m. - 4:30 p.m.	(806) 472-7582
McAllen	320 N. Main McAllen, TX 78501	Monday - Friday 8:30 a.m. - 4:30 p.m.	(956) 365-5185
Midland	1004 N. Big Spring Midland, TX 79701	Monday - Friday 8:30 a.m. - 4:30 p.m.	(432) 686-9977
San Angelo	33 E. Twohig San Angelo, TX 76903	Monday - Friday 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(325) 653-0082
San Antonio	8626 Tesoro Drive San Antonio, TX 78217	Monday - Friday 8:30 a.m. - 4:30 p.m.	(210) 841-2090
Texarkana	500 N. Stateline Ave. Texarkana, TX 75501	Monday - Friday 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(903) 794-8214
Tyler	909 ESE Loop 323 Tyler, TX 75701	Monday - Friday 8:30 a.m. - 4:30 p.m.	(903) 561-2732
Waco	6801 Sanger Ave. Waco, TX 76710	Monday - Friday 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(254) 741-2312
Wichita Falls	4309 Jacksboro Hwy. Wichita Falls, TX 76302	Monday - Friday 8:30 a.m. - 4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(940) 766-6317

NOTE: The phone numbers in the chart above are not toll free for all locations. When you call, you will reach a recorded business message with information about office hours, locations and services provided in that office. You may leave a message to request an appointment for help resolving a tax issue or to reschedule an existing appointment. You will receive a return call within two business days. If face-to-face assistance is not a priority for you, you may also get help with IRS letters or resolve tax account issues by phone, toll free at 1-800/829-1040 (individuals) or 1-800/829-4933 (businesses).

The Taxpayer Advocate Service: Within Texas call:

Austin (512) 499-5875

Dallas (214) 413-6500

Houston (713) 209-3660

Call 1-877/777-4778 elsewhere, or see [Publication 1546](#), *The Taxpayer Advocate Service of the IRS*.

NOTE: This information and Web links can be found at <http://www.irs.gov/localcontacts>.

GLOSSARY

Apportionable Vehicle - means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- (i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- (ii) has three or more Axles, regardless of weight, or
- (iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

Apportionable Fee - means any periodic recurring fee or tax required for registering Vehicles, such as registration, license, or weight fees.

Base Jurisdiction - means the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Estimated Distance - means either (i) the anticipated distance a Fleet is expected to travel in a Member Jurisdiction during an applicable Registration Year as reported by an Applicant or (ii) the distance assigned to the Fleet by the Base Jurisdiction as determined in Section 320.

Rental Fleet - means vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

Reporting Period - the period of 12 consecutive months immediately prior to the July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in July, August, or September, the reporting period shall be the previous such 12 month period.

Registration Year - means the twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

Established Place of Business - a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

Residence - the status of an applicant or a registrant as a resident of a member jurisdiction.

Total Distance - means all distance, including that accrued on Trip Permits, operated by a Fleet of Apportioned Vehicles in all Member Jurisdictions during the Reporting Period.

Audit - means the physical examination of a Registrant's Operational Records, including source documents, to verify the distances reported in the Registrant's application for apportioned registration and the accuracy of the Registrant's record-keeping system for its Fleet. Such an examination may be of multiple Fleets for multiple years.

Reciprocity - means the reciprocal grant by one Jurisdiction of operating rights or privileges to Properly Registered Vehicles registered by another Jurisdiction, especially but not exclusively including privileges generally conferred by Vehicle registration.

Registrant - means a Person in whose name a Properly Registered Vehicle is registered.

Restricted Plate - means a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

IMPORTANT

APPORTIONED REGISTRATION RENEWAL APPLICATION CHECKLIST

To prevent processing delays, please take the time to carefully check your application before mailing. Did you:

- _____ 1. Provide a **CONTACT PERSON** and **TELEPHONE NUMBER**?
- _____ 2. Show the **PHYSICAL TEXAS ADDRESS OF THE REGISTRANT** on the application?
- _____ 3. Provide the registrants **Tax ID # (FEIN)**, **USDOT #** and **MCR #/Texas DOT#** on the **SCHEDULE B**?
- _____ 4. Check the **"TYPE OF OPERATION"** on the application?
- _____ 5. Properly code all the distances on the **SCHEDULE B**?
- _____ 6. List on the **"ADDITIONS"** page, in the correct weight group, any vehicles that have been added to the fleet but were not shown on the preprinted **SCHEDULE A**?
- _____ 7. Verify that all vehicle information is **ACCURATE** and **LEGIBLE** and the complete **VEHICLE IDENTIFICATION NUMBER (VIN)** is provided?
- _____ 8. Provide the **CARRIER RESPONSIBLE FOR SAFETY (CRFS) USDOT # AND TAX ID # FOR EACH VEHICLE ON THE SCHEDULE A**?
- _____ 9. Check the box indicating if the **CRFS IS EXPECTED TO CHANGE** during the registration year?
- _____ 10. Indicate any **WEIGHT CHANGES** on the preprinted **SCHEDULE A** and/or complete the form **VTR-357**?
- _____ 11. Indicate any **DELETED VEHICLES** with a **D** OR **CHANGES** with a **C** under 'actions' on the preprinted **SCHEDULE A**?
- _____ 12. Provide proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX** (Form 2290 Schedule I) for vehicles registered for 55,000 pounds or more in any jurisdiction?
- _____ 13. Provide **CURRENT PROOF OF LIABILITY INSURANCE**? Note: Non-trucking or bobtail coverage is not acceptable.
- _____ 14. **SIGN THE APPLICATION** where indicated?
- _____ 15. **KEEP COPIES** for your records?
- _____ 16. **COMPLETE** and **SIGN** form **VTR-467**?
- _____ 17. If applicable, **UPDATE** USDOT# at https://li-public.fmcas.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option?

ANY RENEWALS FAXED OR SUBMITTED IN PERSON ARE NOT ACCEPTABLE.

IMPORTANT

APPORTIONED REGISTRATION ONLINE RENEWAL APPLICATION CHECKLIST

To prevent processing delays, please take the time to carefully check your application. Did you:

- _____ 1. Provide a **CONTACT PERSON** and **TELEPHONE NUMBER**?
- _____ 2. Show the **PHYSICAL TEXAS ADDRESS OF THE REGISTRANT** on the edit account screen?
- _____ 3. Provide the registrants **Tax ID # (FEIN)**, **USDOT #** and **MCR #/Texas DOT#**?
- _____ 4. Properly code all the distances on the 'Jurisdiction' screen?
- _____ 5. Verify all currently apportioned vehicles in the fleet are displayed in the 'Units' section?
- _____ 6. Provide the **CARRIER RESPONSIBLE FOR SAFETY (CRFS) USDOT # AND TAX ID # FOR EACH VEHICLE**?
- _____ 7. Select the box indicating if the **CRFS** is expected to change during the registration year?
- _____ 8. Make necessary vehicle changes or deletions?
- _____ 9. Submit to TxDMV any required documents?



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Texas Department of Motor Vehicles

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